4. Policies & Processes

A. **What recent changes in policies, procedures and processes have impacted or will impact your Service Area or Administrative Unit?** *(BCC BP/AP; Federal, State & local regulations; departmental guidelines)*

Academic Affairs has participated in and will be impacted by the updating policies and procedure in our department and/or impacting our department

POLICY: AP and BP have been updated using CCLC
Procedure: what WE do to make it happen

RECENT changed policies:
- Chancellor's Office –
  - Basic Skills report (not new, but continuing and changed reports)
  - C-ID Descriptor process and alignment (not new, but continuing)
  - Transfer degrees (not new, but continuing)
  - OEI Pilot and Virtual College Start up (not new, but continuing and new LMS Adoption)
- **Legislation:**
  - Student Success Initiative
  - Assembly Bill 288 - Changes to Concurrent Enrollment
  - AB 86 – Adult Education
  - Title IX mandatory reporting
  - **SB 1440 –** continuation – To add feasible Transfer degrees
- **ACCJC**—New expectation based on ACCJC recommendations 2014
  - TBA
- **Local**
  - BCC BPs and Aps are being updated – some impact Academic Affairs more than others - BP 4231 and AP 5530 are regarding the grade change/grievance process. The changes are minor, but still need to be reviewed and used regularly.
  - BCFA contract changes – Most relevant to impact office in any changes in faculty evaluation, load, or scheduling. Minor changes have been made to improve evaluations regarding members not able to complete the process and clarification in office hours. Both will impact the office in a positive way.
  - TracDat – New version release
  - Program Review Process - Discipline
  - Faculty Handbook (not new, but needs to be updated)
  - HR – Changes to new adjuncts Hire process (new forms) and timelines
  - HR – New hiring EEO and training commitment
  - New Bookstore management
  - Technology and Wellness Center Usage Agreements
  - A&R Late Add Petition (Not new, but needs more training)
  - Online Finals week Change – Thursday – Thursday
  - Online Proctoring changes – ProctorU options – no clergy and stricter educational criteria for off-site proctors.

B. Describe the effect the changes or updates in policies and processes in 4.A have had on the unit.

<u>Description of the Effects of These Changes</u>
Chancellor's Office –
- **Basic Skills report** (not new, but continuing and changed reports)
  - Basic Skills has a relatively new Coordinator and the need to have a more focused consistent plan and dialogue as well as training and support for the coordinator.
- C-ID Descriptor process and alignment (not new, but continuing)
  - Continued collaboration with articulation officer and faculty to align BCC curriculum with C-ID courses.
- Transfer degrees (not new, but continuing)
  - Ensure courses in the ADTs align with C-ID for articulation
  - Review local degrees and organize more effectively with ADTs
  - Monitor new ADT finalized TMCs, and faculty dialogue as to feasible Transfer degrees at BCC
- OEI Pilot and Virtual College Start up (not new, but continuing and renewed involvement)
  - Requested approval for Canvas implementation (DE Committee, Academic Affairs, etc.)
  - Plan for implementation of Canvas – including state assistance in transition of courses
  - Determine Canvas training expectations for online facility

Legislation:
- Student Success Initiative
  - Tutoring has moved to Students Services under Students Success Coordinator
  - New data metrics to assess student success
- Assembly Bill 288 - Changes to Concurrent Enrollment
  - Discussions regarding possible BCC offerings at the High School location
  - Impact on Existing Transitional college
  - Appropriate resources at High School locations for CTE or lab courses
- AB 86 – Adult Education
  - Smooth pathway for students
  - College wide knowledge of AB 86 pathways and resources
- **SB 1440 –** continuation – To add feasible Transfer degrees – BCC added 9 transfer degrees in past 2 years that need to be adde4d into the schedule to ensure completion.

ACCJC—New expectation based on ACCJC recommendations 2014
- TBD

Local
  - BCC Board Policies (BP#)
  - BCC Administration Procedures (AP #)
- TracDat New Version
  - Impact is minimal since BCC is not fully integrated into the software
  - Accreditation/IE assistant (new Jayne) will be part of formalizing the process, so project is pending until hire and prioritizing of goals for that position
- Faculty Handbook (not new, but needs to be updated)
  - New technology should be included
  - Collaborate with Academic Affairs to update handbook
- HR – Changes to new adjuncts Hire process (new forms) and timelines
  - More concentrated efforts to avoid January FT hires
  - Knowledge of PT hire timelines,
  - more training from HR on forms and timeline
- Technology and Wellness Center Usage Agreements
  - Work with Student Services, HR, and Ad for Wellness center policy
  - Inform and orient wellness center users

o Ensure technology agreements are up-to-date with all staff and faculty in Academic Affairs area
- **A&R Late Add Petition**:
  o The impact in time and tracking of requests has become time-consuming and for short term classes the couple of days to communicate with instructor (if needed) is detrimental to the student for online classes.
  o SUGGESTIONS - Making this an online automatic process (like Grade changes or ….) would make follow up easier. This would also ensure the form was the correct one every time. Also the impact is the recognition lack of training on completing form and no existing late add petition criteria.

Online Testing:
- Online Finals week Change – Thursday – Thursday – improve grade submissions in Summer 2015 – reduced number of missing grades in POT 2 and 4 for Fall 2015.
- Online Proctoring changes – reduce proctor options – no clergy and stricter educational criteria. Adding slight increase in need for proctor verification or use of ProctorU.

C. In addition to (or in response to) those listed in 4.A, what in-house policies, procedures, and processes need to be updated, created, or deleted?

NEW NEEDED/PROPOSED PROCEDURES or PROCESSES:

COR Textbook Update: As per the last Program Review asking for a system to easily approve textbooks through curriculum, we created a faster approval process in CurricUNET, but the origination still relies on faculty and being informed and motivation on COR text dates. A system that connects the bookstore texts and compares with CO texts, or at least a simple pathway of information and accountability would help.

Student Incomplete Petitions: Discussion on requiring Dean approval has not moved forward, this may be revisited in upcoming year. The goal would be to reduce inappropriate incomplete requests by training and intervention when faculty submit petition

Curriculum Process Post Local Approval: This is still a process that need to be discussed and if feasible agreed upon – Last Update Comments: When a submission is returned from the chancellor's office for missing information or errors, delegating these items to the area deans ensures ownership of programs and better training and awareness of common errors to ensure less errors in future submissions. The push to have this process more faculty driven may mean more coordination with faculty chair as more active in post local committee approval as well.

BCFA contract – In the evaluation process/form having a clearer use of data such as record keeping (Census, grades, SLO) submissions should be included as these fit the area on the form as record keeping, but not named in the process. These should be closer aligned to avoid misinterpretation. NOTE: Only the timeliness and reporting mechanisms is appropriate – not a judgment of these submissions.

Attendance at Mandatory Meetings - Accountability process for mandatory faculty meetings – a process internal to Academic Affairs that fairly makes mandatory meeting accountable in systematic language and form.